



HEALTH OFFICER

Part-time position, 32 hours per week

Health Department

The recruitment will remain open until sufficient applications from qualified candidates are received. The initial review will be conducted for all applications received by 5:00 p.m. on Monday, February 13, 2006.

THE JOB

This is an appointed position with responsibility for controlling and preventing communicable disease, planning for and responding to public health emergencies, and engaging the medical community on the whole range of public health clinical, prevention, and policy issues. The Health Officer serves as Chief Medical Officer for the department and is a member of the director's leadership team reporting to the department director. The Health Officer plays a critical role in department activities through relationships with key entities, particularly the local medical, dental, and veterinary communities; the Clark County Board of Health; the Public Health Advisory Council; local, state and federal public health partners; the media; and the public. Additionally, the Health Officer helps identify priorities and emerging trends, and communicates health data and information in a variety of settings. This position is on call 24/7 for health officer functions. The department provides public health services to Skamania County and thus this position serves as the health officer to Skamania County as well.

QUALIFICATIONS

The position requires the possession of or ability to obtain a license to practice medicine and surgery or osteopathic medicine and surgery in the state of Washington plus a Master's degree in Public Health or equivalent degree, and three years of increasingly responsible experience in public health, epidemiology, preventive medicine, or a related area. Persons with three years of experience who do not possess a Master of Public Health or equivalent can qualify for a provisional term, subject to public health in-service orientation and periodic personal review by the Secretary of Health or his or her designee. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for up to one year of the required experience. Course work and training in public health administration, public administration or a related field is desirable, but not required. Personal traits such as integrity, compassion, professionalism, creative thinking, and listening and collaboration skills will contribute to the individual's success. The ideal candidate will have the following strengths:

- A data driven decision maker with strong epidemiology and surveillance skills and competence in communicable disease control;
- Strong communication skills and sensitivity to diversity and racial/ethnic/cultural issues;
- Knowledge of epidemiology, infectious and chronic disease, behavioral risk prevention, environmental public health, health risk communication, and public health law and administration.
- Ability to understand, interpret and apply public health law and regulations;
- Ability to use a computer and software applications including epidemiologic software; and
- Ability to exercise independent judgment and delegate responsibility; work independently or as part of a team; and communicate effectively with policymakers.

SPECIAL REQUIREMENTS

A valid driver's license is required, and finalists for the position must submit to a criminal background check as required by RCW 43.43.830.

SALARY

The salary is \$9276.80 per month (this is the prorated amount). Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave, and life insurance up to \$50K. Employees participate in the Washington State Public Employees' Retirement Plan and may also elect to participate in a deferred compensation program (457 plan) and purchase additional life insurance.

SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application, submit a resume or curriculum vita, and prepare a cover letter and submit all to the Human Resources Department. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Supplemental Application: (Pass/Fail) – In addition, applicants must submit and complete the supplemental application. Please see the attached document entitled Supplemental Application Questions. Applicants who do not complete the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Oral Interviews: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. **Please read application materials thoroughly to determine application requirements.**

**Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032
JOB HOTLINE (360) 397-6018
E-MAIL HRADMIN@clark.wa.gov
INTERNET <http://www.clark.wa.gov>**

THE COUNTY

Clark County, Washington is a growing community with a population of approximately 383,000, including the City of Vancouver (population 153,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

EQUAL OPPORTUNITY EMPLOYER

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Clark County will provide reasonable accommodation for persons with disabilities during the selection process, if requested. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.

IMMIGRATION LAW NOTICE

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



HEALTH OFFICER Supplemental Application Questions *Posting #06-01-011*

In addition to the application, please submit a narrative supplement describing your experience in the areas listed below. Completion of the narrative supplement is necessary and must be submitted with your application to Human Resources by the final filing date. CANDIDATES WHO DO NOT COMPLETE THIS SUPPLEMENTAL APPLICATION WILL BE ELIMINATED FROM THE SELECTION PROCESS.

Applications and supplemental responses will be evaluated on the basis of overall qualifications for the position: related *experience, knowledge, skills, and abilities*. Those candidates whose qualifications most closely match the position's needs will continue in the selection process. Be sure to answer all sections completely and accurately, describing specific and relevant examples from your background. Use additional sheets of paper if necessary.

Describe your experience with the following:

1. Using collaborative processes to inform, persuade, and/or lead critical stakeholders and policy makers to accomplish an outcome you considered important to your organization's success and the public's health.
2. Responding to challenging public health issues that required media exposure and multiple agency or multiple jurisdictional coordination.
3. Infectious disease control and prevention.
4. Planning for and responding to public health emergencies.



proud past, promising future

Human Resources Department
1300 Franklin Street – 5th Floor/PO Box 5000
Vancouver, WA 98666-5000
PHONE (360) 397-2456 FAX (360) 397-2457
TDD (360) 397-6032
Email: hradmin@clark.wa.gov
www.clark.wa.gov

EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION			
POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)
Last Name		First Name	Middle Initial
Address		City	State Zip + Four
Home Phone ()	Work Phone ()	Cell Phone ()	Other ()
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [] No []		Are you legally eligible for employment in the United States? Yes [] No []	
Will you accept: [] Regular [] Temporary Will you accept: [] Full Time [] Part Time		Shifts you will accept: [] Day [] Evening [] Night [] Weekend	
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [] No [] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)			
Date	Charge	Sentence	Remarks

EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No	Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



For assistance with needed accommodations, please contact the Human Resources ADA/Section 504 Coordinator. (360) 397-2468; TTY (360) 397-2445

EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
MOST RECENT POSITION	Dates Employed:
Employer:	From To
Address:	____/____ ____/____
Position: No. of employees you supervised:	mm yy mm yy
Supervisor: Phone ()	
Specific Duties:	
	Hours per Week _____
	Final Salary _____

Reason for leaving or considering change:	May we contact your current employer? Yes [] No []
OTHER EXPERIENCE	Dates Employed:
Employer:	From To
Address:	____/____ ____/____
Position: No. of employees you supervised:	mm yy mm yy
Supervisor: Phone ()	
Specific Duties:	
	Hours per Week _____
	Final Salary _____
Reason for leaving:	
OTHER EXPERIENCE	Dates Employed:
Employer:	From To
Address:	____/____ ____/____
Position: No. of employees you supervised:	mm yy mm yy
Supervisor: Phone ()	
Specific Duties:	
	Hours per Week _____
	Final Salary _____
Reason for leaving:	

Attach additional sheets if necessary to include all work history.

Be as complete as possible in outlining the duties of each position.

AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

Signature of Applicant

Date

CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: _____ Posting No: _____

GENDER: Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

ETHNIC GROUP: If you are more than one race, please indicate one group only for record-keeping purposes.
[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ *American Indian or Alaskan Native.* Tribal Affiliation: _____
☐ *Asian or Pacific Islander:*
☐ *Black (not of Hispanic origin):*
☐ *Hispanic*
☐ *White (not of Hispanic origin):*

VETERAN: Yes ☐ No ☐

DISABLED: Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

DISABLED VETERAN: Yes ☐ No ☐

RECRUITING SOURCE

Please tell us how you heard about this position (select only one source):

Publications:

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> The Columbian | <input type="checkbox"/> The Oregonian | <input type="checkbox"/> The Asian Reporter | <input type="checkbox"/> El Latino de Hoy |
| <input type="checkbox"/> The Skanner-Portland | <input type="checkbox"/> Seattle Times | <input type="checkbox"/> Spokane Review | <input type="checkbox"/> The Olympian |

Internet Sites:

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Columbian website | <input type="checkbox"/> Oregonian website | <input type="checkbox"/> Clark County Website | <input type="checkbox"/> Seattle Times website |
| <input type="checkbox"/> El Latino de Hoy website | <input type="checkbox"/> Other Internet/Website: _____ | | |

Other Sources:

- | | | |
|--|---|---|
| <input type="checkbox"/> Clark County Bulletin Board | <input type="checkbox"/> College/Career Center Referral | <input type="checkbox"/> Acquaintance/County Employee |
| <input type="checkbox"/> Other: _____ | | |